

California Student Aid Commission

HSCW: WebGrants Overview





Agenda

Getting WebGrants Access

GPA Upload Process

Common Upload & Awarding Issues

GPA Reports

California Student Aid Commission

**Getting
WebGrants
Access**





Getting Started with WebGrants

Complete and submit:

- WebGrants System Administrator's Access Request Form or User Access Request Form
- Information Security and Confidentiality Agreement
- FAFSA/Dream Act Completion Program Agreement



<https://www.csac.ca.gov/webgrants-access>

Making education beyond high school financially accessible to all Californians.



WebGrants Access

Grant Delivery System (GDS) - WebGrants
College System

A signed GDS - WebGrants Commission prior to gain Password. System Ad

California Student Aid Commission
Information Security and Confidentiality Agreement

The Information Security and Confidentiality Agreement is required by the California Student Aid Commission (Commission) from any person or entity (high school, post-secondary educational institution, agent, program, or 3rd party) requesting access to a Commission information technology system.

I. Institution Section
Primary Institution N
Additional Institution
*** If the Authorized Official

II. Personal Information
Name of System Ad
Password Reset / As
Question:
☐ Your first pet's
☐ Your favorite
☐ Model & year
I certify that I have pertaining to the
Signature - System Ad
E-Mail Address (maximum)

III. Access Request
Note: The Institution
Date Request Subm
New Re
I certify that I have Administrator an
Signature - Institution's
E-Mail Address (maximum)

ITSD F004 2016

California Student Aid Commission
Information Security and Confidentiality Agreement

The California Student Aid Commission (Commission) is committed to protecting the confidentiality and security of information. As an individual requesting access to a Commission application, database, or information technology system, during the course of my duties or purpose at the Commission, I may have access to proprietary or confidential information. I understand that all proprietary and personally identifiable information (collectively PII) must be maintained confidentially, and in a secure fashion.

I agree to follow all Commission policies and procedures governing the confidentiality and security of PII in any form, including oral, fax, photographic, written, or electronic. I will regard both confidentiality and security as a duty and responsibility while part of the Commission workforce, or during my involvement with Commission as a non-workforce member.

I agree that I will not access, release, or share PII, except as necessary to complete my duties or purpose at the Commission. I understand that I may not access any information on friends or family members unless a Release of Information form authorizes me to do so, unless doing so is a necessary part of my job duties, or unless I am otherwise permitted to do so by Commission policies. I understand that I am not authorized to use or release PII to anyone who is not part of the Commission workforce or an approved visiting observer or Commissioner except as provided in Commission policies and procedures, contract, or as required by law.

I agree that I will use all reasonable means to protect the security of PII in my control, and to prevent it from being accessed or released, except as permitted by law. I will use only the access privileges I have been authorized to use, and will not reveal any of my passwords, user account identifiers (IDs), or share access with others. I will take precautions to avoid inadvertently revealing PII; for example, I will use workstations in a safe manner and will make reasonable efforts to prevent conversations from being overheard, including speaking in lowered tones and not discussing PII in public areas. If I keep Commission related data and notes on a handheld or laptop computer or other electronic device, I will ensure that my supervisor knows of and has approved such use and I will keep this information secure and confidential. If, as part of my responsibility, I must take PII off the premises, I will do so only with permission from my supervisor; I will protect PII from disclosure, and will ensure that the PII is either returned to Commission or destroyed.

I agree that when my employment, affiliation, visitation or assignment with Commission ends, I will not take any PII with me and I will not reveal any PII that I had access to as a result of my duties at the Commission. I will either return PII to the Commission or destroy it in a manner that renders it unreadable, unusable by anyone else and in accordance with Commission security and confidential destruct policy.

I agree to report unauthorized use or disclosure of PII or security issues affecting systems that contain or give access to PII, to the California Student Aid Commission Information Security Office, P.O. Box 419026 Rancho Cordova, CA 95741-9026; Email: iso@csac.ca.gov and csachelpdesk@csac.ca.gov; IT Help Desk: 888-294-0148 Fax 916-464-6430.

I understand that access to all Commission systems is monitored. There is no reasonable expectation of privacy expressed or implied in my usage of Commission information systems. My usage of all Commission systems will comply with all federal and California information security and confidentiality laws, including the Comprehensive Computer Data Access and Fraud Act (California Penal Code Section 502), Federal Privacy Act, Gramm-Leach-Bliley Act with subsequent "Privacy" and "Safeguards" rulings, the Information Practices Act of 1977, as amended and the Commission's security and confidentiality policies and procedures. Any and all unauthorized access is prohibited.

I understand that if I do not keep PII confidential, or if I allow or participate in inappropriate disclosure or access to PII, I will be subject to immediate disciplinary or corrective action, up to and including dismissal or loss of access privileges to Commission property and facilities. I understand that unauthorized access, use, or disclosure of PII may also violate federal and state law, and may result in criminal and civil penalties.

THIS AGREEMENT WILL REMAIN IN FULL FORCE AND EFFECT UNTIL IT IS EITHER RESCINDED OR THE REQUESTOR'S DUTIES OR RELATIONSHIP WITH THE COMMISSION ARE CHANGED OR TERMINATED. NON-COMPLIANCE WITH THIS AGREEMENT MAY RESULT IN ADVERSE ACTION INCLUDING POSSIBLE TERMINATION OF EMPLOYMENT, CONTRACT, AGREEMENT AND/OR CRIMINAL AND CIVIL PENALTIES UNDER LOCAL, STATE, AND FEDERAL LAWS.

(SA) Name (Last, First, Middle Initial)	Primary Institution Code:	User ID: (leave blank if unknown)
School Address:	City:	State:
		Zip Code:
E-Mail Address (maximum of 40 characters)	Phone Number	Fax Number

By signing below, I certify that I have received, reviewed, and understand the Information Security and Confidentiality policies of the California Student Aid Commission (CSAC). I will comply with these policies while using any Commission information system.

(SA) Signature:	Name/Title:	Date:
(AO) Signature:	Name/Title:	Date:

ITSD-F018 2015

- High School Level
 - 1 Authorized Official (Principal)
 - 2 Max System Administrators (counselors)
 - Additional User Access
- High School District Level
- High School County Level
- Renewed every 2 years or with change of staff

<https://webgrants.csac.ca.gov>



Additional User Access

- Available for System Administrators
 - Located on your 'User Administration Menu'
 - Remove exiting staff
- Security and Confidentiality
 - Ensuring the protection of student data
- Importance of having additional users:
 - Access to Reports
 - Follow up process with matching and editing

UserID/Password	
User ID *	<input type="text"/>
Password *	<input type="password"/>
<small>Six-character minimum; no spaces</small>	
Retype Password *	<input type="password"/>

Contact Information	
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Title	<input type="text"/>
Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip Code *	<input type="text"/>
Email Address *	<input type="text"/>
ReType Email Address *	<input type="text"/>
Phone Number *	<input type="text"/> <input type="text"/> Ext <input type="text"/>
Fax Number	<input type="text"/>
Security Training Received Date	<input type="text"/>
<small>Date Format: mm/dd/yyyy example: 02/18/2002</small>	

User Roles	
User Role *	<input type="text"/>
Screen Templates	<input type="text"/>
Effective Start Date *	03/18/2014
Effective End Date *	<input type="text"/>
<small>Date Format: mm/dd/yyyy example: 02/18/2002</small>	

Add New User

California Student Aid Commission

GPA Upload Process



GPA Upload Assistance

There are some tools to help with your upload in WebGrants or the CSAC Website:

- Use the WebGrants *Tools* link
 - Non SSN GPA Templates (32-bit and 64-bit versions)
- Use the WebGrants *Help* Link
 - User Guides to assist with the process



Data for GPA Upload

Option 1:

OR

Option 2:

- Manually enter information from school records to our Non-SSN GPA template
- Small schools may elect to upload GPAs one-by-one

- Extract information from your school Student Information Systems:
 - Aeries
 - Power School
 - Illuminate

Disclaimer: CSAC is not an expert on external programs. Please contact your student information system's support department for assistance.



Option 1: Using CSAC Template

- Follow the file specifications provided in the User Guides for the GPA upload
- If the data is correct and ready to upload, enable the Macros on the spreadsheet to generate a text file
- Upload the text file into WebGrants





Option 2: Extracting Data

The screenshot shows a web form titled "12th Grade Cal Grants Extract". It contains four numbered steps: 1. "Site" with a dropdown menu showing "John F. Kennedy High School"; 2. "As of Date" with a date field set to "11/02/2015" and a calendar icon; 3. "GPA Calculation" with a dropdown menu set to "Cal Grant GPA" and a note "Please select the appropriate GPA Calculation for CAL Grants"; 4. "Submit" button.

- Follow the file instructions provided by your Student Information System using the appropriate criteria
- Download your extracted file and upload it into WebGrants

GPA Upload Exercise

Now we will go through a GPA uploading exercise

California Student Aid Commission

**Common
Upload
& Awarding
Issues**





Check for Valid Records

Total Records:	12
Valid Records:	3
Invalid Records:	9



Will not Upload

Total Records:	12
Valid Records:	12
Invalid Records:	0



Will Upload



Fixing Invalid Records



Record(s): 2		Invalid Record List				
Rec	Student Name	Grad Date	DOB	GPA	Reject Reason	
1	Redman, Stuart	061512	1995/12/20	4.14	Invalid GPA Missing Address	
2	Goldsmith, Frannie	061512	1995/10/04	3.31		



64-Bit and Mac Systems

- 64 Bit Systems:
 - NON SSN GPA template **now** available
 - CSAC website:
<https://www.csac.ca.gov/post/gpa-submission-information>
 - WebGrants Tools Link
- Mac Systems
 - Encourage users to utilize a PC
 - Any issues using the 64-Bit template should be reported to Institutional Support



Academic Years listed in WebGrants

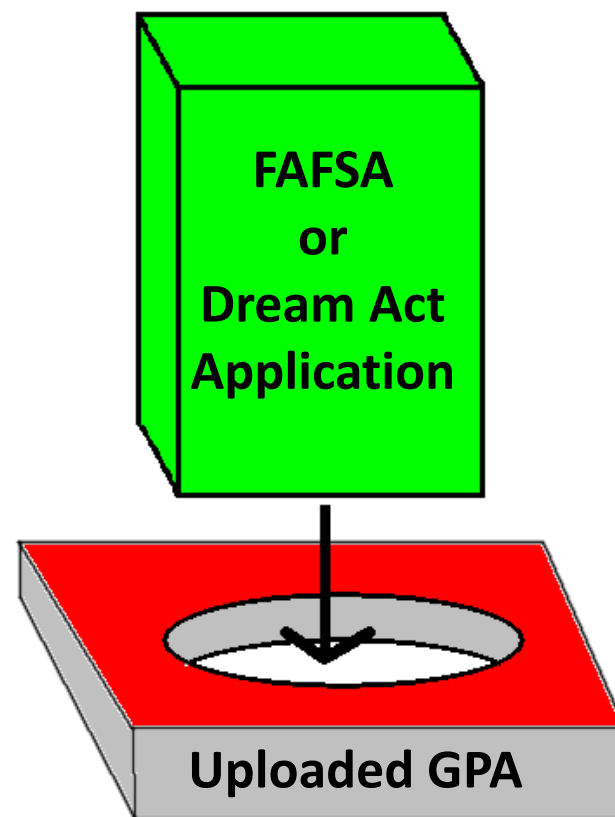
- The academic year in WebGrants refers to the award year in which a student will receive the Cal Grant
- GPAs should be uploaded for your class of 2018 and 2019 for the 2019-20 academic year

Common Awarding Issues

After the deadline for Applications and GPA uploads has passed

Student Demographics:

- Student's First Name is different
- Student's Last Name is different
- Date of Birth is incorrect
- Address different on Application
- Twins or siblings mismatching
- GPA matches to someone else

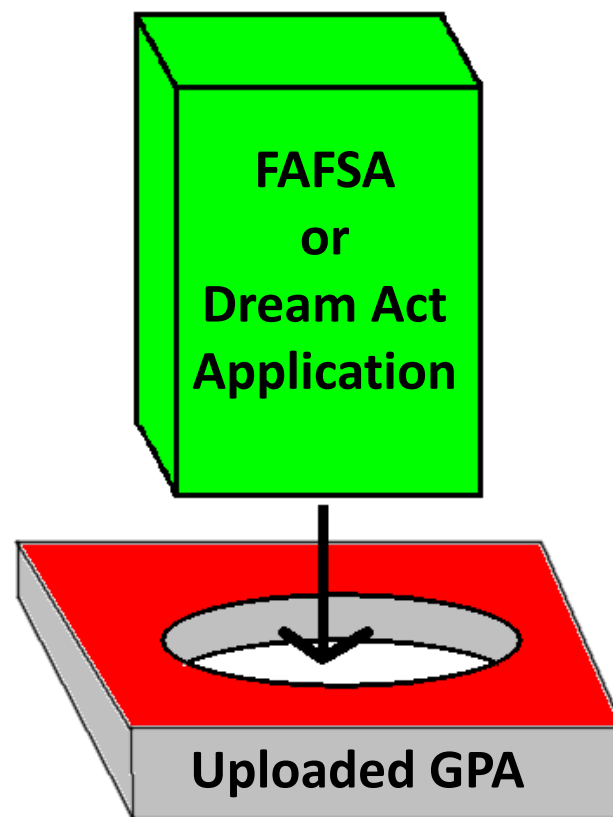


Common Awarding Issues

After the deadline for Applications and GPA uploads has passed

No ISIR Data Found

- FAFSA/CADAA not submitted
- FAFSA/CADAA incomplete
- Parent paper signature page

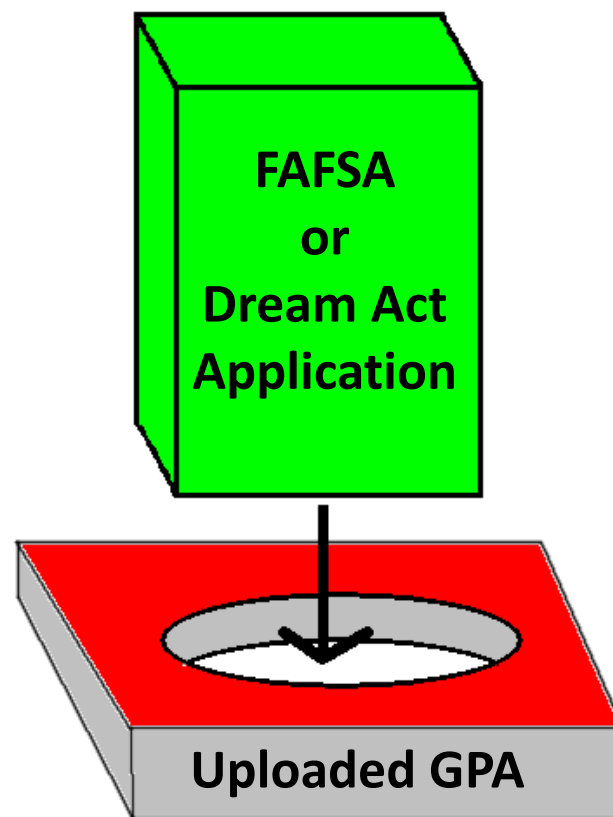


Common Awarding Issues

After the deadline for Applications and GPA uploads has passed

Application Complications

- Student completed 2018-19 year FAFSA/CADAA instead of 2019-20
- FAFSA completed with DACA SSN instead of completing the CADAA
- Student completes both FAFSA & CADAA





What if...?

- There is a “No ISIR Data Found” message when trying to match
- The student’s GPA matched to a sibling or someone else
- CADAA applicant’s GPA was submitted with DACA-issued SSN
- The student was processed with a community college GPA
- Even after a GPA is uploaded and an application submitted on time, there is no information in the system about the student

Contact Institutional Support

schoolsupport@csac.ca.gov

Making education beyond high school financially accessible to all Californians.



GPA Upload Corrections/Appeals

- Password protected email
- List *incorrect* information and *correct* information
- List your contact information in case we need clarification



Email: schoolsupport@csac.ca.gov

California Student Aid Commission

**GPA
Reports**



Disclaimer

All student data provided in the following reports are fictitious. Student names, Date Of Births, GPAs and school information has been modified to protect all third parties. All material presented today is for training purposes only.



WebGrants GPA Reports

<u>Report Name</u>	<u>Description</u>	<u>Media Type</u>
Non-SSN GPA Upload Report	Upload Confirmation	Data File
Non-SSN GPA Status Report*	Provides status of the Non-SSN GPA record after it is received	Report and Data File
Non-SSN GPA Unmatched Report	List of Non-SSN GPA records that have not matched to a financial aid application	Report
Student Summary Report	Displays GPA statuses of those with matched Non-SSN GPA and GPAs submitted with SSN	Report and Data File
Financial Application (No GPA)*	Lists students that have submitted a financial aid application but no GPA has been received or matched	Report
Your Cal Grant Awardees	Lists students that have been offered a Cal Grant Award	Report

**Denotes the recommended reports to review*

Making education beyond high school financially accessible to all Californians.



GPA Reports

California Student Aid Commission (SAPRD)

[Portal Menu](#) [WebGrants](#) [Tools](#) [Help](#) [Sign Out](#)

WebGrants System

[Enrollment](#) [GPA](#) [Student Info](#) [School Info](#) [Roster/Reconciliation](#) [Data Transfer](#) [Chafee Grant](#) [Accounting](#)
[NON-SSN GPA](#)

[Data Transfer](#) [File Upload](#) [Report Download](#)

Data Transfer Menu

[File Upload](#)

[Report Download](#)

Report Download for YOUR SCHOOL

- ✦ To download or display a report or data file click on the Retrieve File button.
- ✦ All data columns can be sorted either ascending or descending order by clicking on the blue column headings.
- ✦ To compare two roster files, select Grant Roster for Report and Data File for Media Type.
- ✦ To delete uploaded Audit Files, select Audit File for Report and the Delete checkbox column will appear.

School ID = 05123400

Acad Year = 2018-2019

Month = All

Report = All

Media Type = All

GO!

Report Date ▼	Description	Media Type	Month	
03-JAN-18	NON-SSN GPA Roster Report	Report	JAN	Retrieve File
03-JAN-18	NON-SSN GPA School Unmatched Report	Report	JAN	Retrieve File
03-JAN-18	Non-SSN GPA Status Report	Data File	JAN	Retrieve File



Non-SSN GPA Upload Report

NSLD-2018- 05123400 26SEP17-084340.TXT
STUDENT AID COMMISSION

CALIFORNIA

PAGE: 1

NON-SSN GPA

upload BATCH: 54988

DATE: 09/26/2017

TIME: 0843

BATCH/SEQ	DOB	NAME	SCHOOL	GPA	HCRC2
GRAD DT	CITY	ZIP	MT DUP SSN	HAS TY	ADD

END OF SCHOOL 05123400 BATCH 54988
TOTAL COUNT:-----316
BAD DATA RECORDS.....0
SAVED NON-SSN RECORDS.....316



Closer Look: Non-SSN GPA Status Report

2 meanings for "No App":

- 1) FAFSA/CADAA not submitted; **OR**
- 2) FAFSA/CADAA submitted, but none of the GPA data matched application

nssr-2018-05155000-13jun18.txt

BATCH DATE: 06/12/2018 NON-SSN GP

PAGE: 1

RUN DATE: 06/13/2018

RUN TIME: 01:58:22

LAST NAME FIRST NAME

*****HIGH SCHOOL GRAD YEAR: 2018**

LAST NAME	FIRST NAME	DOB	GPA	SSN	STATE ID (SSID)	MATCH	MATCHED FIELDS
APPLESEED	JOHNNY	03/18/2000	2.05	06/2018	XYZ123	1111111111	NO APP
CURIE	MARIE	09/27/2000	3.99	06/2018	ABC789	2222222222	NO LNAME, FNAME, INIT
HAWKING	STEPHEN	07/25/2000	2.78	06/2018	XYZ789	3333333333	NO FNAME, DOB, ADDR, SCHCODE

*****HIGH SCHOOL GRAD YEAR: 2017*****

MUSK	ELON	12/05/1998	1.23	06/2017	DEF123	4444444444	YES
TESLA	NIKOLA	05/06/1999	3.52	06/2017	DEFXYZ	5555555555	NO APP



Non-SSN GPA Unmatched Report

SABRNSUM

CALIFORNIA STUDENT AID COMMISSION
NON-SSN GPA UNMATCHED REPORT
99999900 UNIVERSAL HIGH SCHOOL

PAGE: 1
DATE: 06/05/2017
TIME: 0139

ACADEMIC YEAR 2017

REPORT DESCRIPTION: This report displays NON-SSN GPA records against students that have completed a current academic year financial aid application. Students that have not submitted a financial aid application will appear on this report, but will be marked with a "NO FINANCIAL AID APP" under the MATCHED FIELDS / INFORMATION column.

STUDENT NAME	DOB	GPA	MATCHED FIELDS / INFORMATION
Bibby, Mike A	1999/04/01	3.30	NO FINANCIAL AID APP MATCHED
Christie, Doug	1998/08/10	3.60	FNAME, INIT, DOB
Divac, Vlade	1999/09/15	1.40	NO FINANCIAL AID APP MATCHED
Jackson, Bobby L	1999/05/05	1.70	NO FINANCIAL AID APP MATCHED
Webber, Chris	1999/03/19	2.20	LNAME, FNAME, INIT

TOTAL UNMATCHED COUNT:	5
TOTAL MATCHED COUNT:	195
TOTAL NON-SSN COUNT:	200



Student Summary Report

SABRHSSR

BATCH DATE: 06/08/2018

CALIFORNIA STUDENT AID COMMISSION

STUDENT SUMMARY

HS HIGH SCHOOL

Remind students to create
webgrants4students.org
portal

7
2018
5:02

SSID	LAST NAME	FIRST NAME	GRAD DT	GPA TYPE	METHOD	STAT	AWD
0123456789	ARAGON	RICHARD	06/2018	NON-SSN	BATCH 54499	YES	YES
1234567890	GARCIA LOPEZ	JOSE	06/2018	NON-SSN	BATCH 53272	YES	NO
1111111110	TRAN	MICHELLE	06/2017	NON-SSN	BATCH 54499	NONE	NO
2222222220	SMYTHE	ANGELA	09/13/2000	NON-SSN	BATCH 53272	LATE	NO
3333333330	YOUNGMAN	ANDREW	01/23/1985	SSN	ADDED	NO EFC	NO

Includes any
student who
listed your HS
on the
FAFSA/CADAA,
including
previous grads.

“Late”= FAFSA/CADAA
submitted after 3/2.
Student will not be
awarded HS Entitlement.
Competitive applicant.

No EFC”= Incomplete
application, i.e., missing
parent signature. Remind
students to complete
prior to deadline.

Total Students: 285
Total Matched: 275
Total Awarded: 188
Late Applications: 10



Financial Application (No GPA)

SABRFNOG

BATCH DATE: 01/17/2018

CALIFORNIA STUDENT AID COMMISSION

Financial Application (No GPA) Report

ACADEMIC YEAR 2018

PAGE: 1

RUN DATE: 01/18/2018

RUN TIME: 03:11:56

YOUR HIGH SCHOOL (College Board Code 05123400 NCES Code - 062271003021)

Last Name	First Name	DOB	Application Processed Date	EFC FLAG
-----	-----	-----	-----	-----
ADAMS	MIKE	12/11/1998	10/18/2017	NO EFC
BENITEZ	AUDRA	02/24/2000	10/10/2017	NO EFC
CURIE	MARIE	06/12/1998	10/18/2017	
DRAYTON JONES	JAMES	01/23/1998	11/06/2017	
EINSTEIN	ALBERT	10/20/1999	01/03/2018	NO EFC
HAWKING	STEPHEN	08/17/1998	01/02/2018	
KELLER	HELEN	10/09/1999	11/30/2017	
KING	MARTIN	11/20/1999	12/07/2017	
SHAKESPEARE	WILLIAM	01/02/1999	01/11/2018	
TORRES-GUZMAN	RAUL	12/24/1998	01/09/2018	NO EFC

Making education beyond high school financially accessible to all Californians.



Your Cal Grant Awardees

REPORT ID: SABRS001 REPORT

CALIFORNIA STUDENT AID COMMISSION

PAGE: 1

YOUR CAL GRANT AWARDEES

RUN DATE: 11/01/2018

ACADEMIC YEAR 2019

RUN TIME: 01:51:09

(Formerly School of Origin Report)

051234-00 YOUR HIGH SCHOOL

STUDENT NAME		DOB	GRAD DATE	SCHOOL'S STUDENT ID	STATE ID (SSID)
-----	-----	-----	-----	-----	-----
CURIE	MARIE	09/18/2000	06/2019	MC62-9	0000000000
DRAYTON JONES	JAMES	06/10/2001	06/2019	JJ19A38	1111111111
EINSTEIN	ALBERT	A 12/14/2001	06/2019	AE793168	2222222222
HAWKING	STEPHEN	10/09/2000	06/2019	SH4Z4MP	3333333333
SHAKESPEARE	WILLIAM	L 01/13/2000	06/2019	WS993R	4444444444
TORRES-GUZMAN	RAUL	05/26/2001	06/2019	RG6TO1L	5555555555



Thank You for Attending!

www.csac.ca.gov

Available at:

1-888-294-0153

or

schoolsupport@csac.ca.gov